

POSITION: Y1 Academic Coordinator, Northern Alberta Medical Program (NAMP)

TERM of APPOINTMENT: This 0.2 FTE leadership position is for an initial term of three (3) years (reviewed annually) with the possibility of extension, the length of the second term to be dependent upon the needs of the program, the Faculty and the incumbent, to a maximum of 5 years.

REPORTING TO: Preclerkship Academic Lead, NAMP

PURPOSE: The Faculty of Medicine & Dentistry (FoMD), University of Alberta (UofA) through its vision and mission, is dedicated to providing learner-centered educational programs that meet the health care needs of our communities by graduating qualified, compassionate and inquisitive practitioners and researchers accomplished in healthcare delivery and scholarship.

The Northern Alberta Medical Program (NAMP), is a regional campus of the MD program in the FoMD, UofA, dedicated to recruiting, training and retaining physicians for rural Alberta, and beyond. The Y1 (Year 1) Academic Coordinator, NAMP, is responsible for assisting the Assistant Dean, Curriculum; Director of Pre-Clerkship; and Pre-clerkship Academic Lead, NAMP, to establish and sustain a high quality curriculum for all students within the MD Program. As such, this position contributes to the outcomes of the FoMD education programs by ensuring that students are both prepared for and capable of achieving excellence in their education and scholarship and success in their subsequent careers. A component of this role will be directed at developing, fostering and encouraging cultural and geographic context within learning, from both a content and experiential perspective.

The Y1 Academic Coordinator, NAMP, must exercise a high level of integrity as it relates to curriculum standards, privacy, safe disclosure and human rights. Equally, the Y1 Academic Coordinator, NAMP, must actively establish collaborative working relationships within the FoMD, University and the greater communities that we serve.

This role within the NAMP straddles the Development and Early Operational phases of this program. As such, the roles, duties and direction of each leadership position may need to adapt and shift over time, as dictated by the needs of the Program. Creativity and flexibility will be essential skills for success within this role.

CORE RESPONSIBILITIES:

1. Serves as a Member of the following committees:
 - a. Pre-clerkship Coordinators Sub-Committee
 - b. NAMP Committees as designated by the Assistant Dean, NAMP

2. Works closely with the Preclerkship Academic Lead, Curriculum Team Lead (Pre-Clerkship) and other support staff, to administer the MD curriculum by implementing instructional activities

that meet the learning objectives of the MD program, including small group, large group, simulation and clinical learning.

3. Actively participates in Y1 MD Program Preclerkship working groups, assessment and review.
4. Assists, as required, with recruitment, orientation, training and evaluation of those providing or assisting with curriculum delivery, including all components of assessment.
5. Assists, as required, with consideration of all accommodations, remediation plans and all disputes related to these. Advises and updates senior leadership on curriculum related issues.
6. Attends and participates, as required, with the Pre-Clerkship Academic Lead, NAMP or Assistant Dean, NAMP in forums that incorporate face to face meetings with Y1 MD students.
7. Carries out other projects and responsibilities as assigned by the Preclerkship Academic Lead, NAMP or Assistant Dean, NAMP.
8. Understands and adheres to UofA MD Program policies and related accreditation standards.

LIAISES WITH (as required):

1. Assistant Deans, Directors and Assistant Directors within the MD Program
2. Members of the MD Curriculum and Program Committee, associated Sub-Committees and Working Groups
3. Members of the Wapanachakos Indigenous Health Program (WIHP)
4. UofA Accessibility Resources

DIRECT REPORTS: None

SUPPORTS:

1. Curriculum Team Lead (Pre-Clerkship), NAMP
2. Y1 Coordinator, NAMP
3. MD Program Pre-Clerkship administration
4. Others as delegated by the Manager, NAMP